

## **Education Secretariat**

### **Notification**

**No. ED 136 TPU 1999, Bangalore, Dated 9<sup>th</sup> October, 2006**

**(As amended by notification No. ED 262 SLB 2007 dt. 7.5.2008)**

The draft of the following rules which the Government of Karnataka proposes to make in exercise of the powers conferred by section 145 of the Karnataka Education Act, 1983 (Karnataka Act 1 of 1995) is hereby published in Notification No. ED 136 TPU 99, dated 09-10-2006 part-IV A No. 1334 of the Karnataka Gazette ex-ordinary dated 09-10-2006. Inviting objections and suggestions from the persons likely to be affected thereby.

And whereas the said gazette was made available to the public on 09th October 2006.

And whereas the objections and suggestions received in this regard have been duly considered by the state government.

Now therefore in exercise of the powers conferred by sub-section(1) of section 145 of the Karnataka Education Act, 1983

(Karnataka Act 1 of 1995), the Government of Karnataka hereby makes the following Rules, namely:-

### **CHAPTER I**

#### **Preliminary**

1. Title and commencement.- (1) These rules may be called the Karnataka Pre-University Education (Academic, Registration, Administration and Grant-in-aid etc.) Rules, 2006.

(2) They shall come into force from the date of their publication in the official Gazette.

2. Definitions.- In these rules, unless the context otherwise requires,-

(1) 'Act' means, the Karnataka Education Act, 1983 (Karnataka Act 1 of 1995);

(2) 'Aided College' means, a recognised private Pre-University college or a Pre-University college run by a local authority getting grant-in-aid partly or wholly from the Government;

(3) 'Department' means the Department of Pre-University Education in Karnataka;

(4) 'Director', 'Joint Director', 'Deputy Director' and 'Assistant Director' shall mean respectively the 'Director of Pre-University Education in Karnataka', 'Joint Director of Pre-University Education', 'Deputy Director of Pre-University Education' and 'Assistant Director of Pre-University Education';

(5) 'Form' means a Form appended to these rules;

(6) 'Government Pre-University college' means a college established, and administered or maintained by the State Government, but does not include a private college whose management has been taken over for a limited period for the purpose of better management;

(7) 'Inspection Committee' means a committee comprising of the Senior most Principal of Government Pre-University College, who shall act as the chairperson and a Senior Principal of an aided College nominated by Deputy Director of whom one shall belong to Science faculty;

(8) 'Optional subjects' means any combination of four subjects specified in Schedule-I;

(9) "Pre-University College" means recognised college or an educational institution imparting education for students who are appearing for I year and II year Pre-University examination conducted by the Department of Pre-University Education;

(10) 'Private Un-aided Pre-University College' means a recognised Pre-University College run by a private managing committee, which does not get grant-in-aid partly or wholly from the State Government;

(11) "Private aided Pre-University College" means a recognised Pre-University College run by a private managing committee which gets grant-in-aid partly or wholly from the State Government;

(12) "Schedule" means Schedule appended to these rules;

(13) 'Section' means, unless it refers specifically to a section in a college, a section of the Act;

(14) 'Student strength' means the aggregate of the number of students who would have actually appeared and written the II Pre-University examination in a subject in a college in the three consecutive annual examinations proceeding the relevant year, increased by ten percent:

Provided that the 'student strength' in the first year Pre-University Class of admission in a new college shall be computed by actual head count of the students who have produced their SSLC or 10<sup>th</sup> standard pass certificates and transfer certificates and present during the working hours in a class room when such head count is taken;

(15) 'Subject' means a subject of study specified in Schedule-II and taught in a Pre-University college in accordance with the syllabus as may be specified by the department by notification.

## **CHPATER II**

### **Classification and procedure for Establishment of Private Pre-University Colleges.**

**3. Classification of Pre-University colleges.**- (1) The Pre-University colleges shall be classified as, Government Pre-University colleges, Local Authority Pre-University college, Private aided Pre-University and Private unaided Pre-University colleges.

(2) The private aided and unaided Pre-University colleges which are functioning on the date of commencement of these rules shall further be categorised into following groups, namely:-

(a) Category A: Pre-University college with own land and building as specified in rule 4 and with full supplement of teaching and non-teaching staff as specified in sub-rule (8) of rule 4.

- (b) Category B: Pre-University college with own land and building but not with sufficient land and building as required under rule-4 and with full strength of teaching and non-teaching staff as specified in sub-rule (8) of rule 4.
- (c) Category C: Pre-University college without own land and located in an unsuitable insufficient building but with full strength of teaching and non-teaching staff as specified in sub-rule (8) of rule 4.

**4. Procedure for establishing a new Private Pre-University college.-** (1) A registered Managing Committee which is intending to establish a Pre-University college shall intimate its intention to do so to the Director, in Form- I along with a fee of Rs. 500.00 The Director shall record such intimation in a register kept in Form II and thereafter issue a letter of intent to the managing committee within thirty days from the date of intimation from the managing committee.

(2) Upon receipt of the letter of intent, the managing committee intending to establish a Pre-University college shall,-

(a) Within one year from the date of letter of intent, acquire a minimum of 25,000 Sq. ft. of land on which it intends to construct the college building including the principal's chambers, class rooms, library etc;

(b) within three years from the date of letter of intent construct on the said land a building with the following facilities and rooms which shall have a corridor or a veranda of at least 8 ft. width abutting the entrance to the room, namely:-

- (i) Principal's chamber with a minimum plinth area of 250 sq. ft.,
- (ii) Office room with a minimum plinth area of 250 sq. ft.,
- (iii) Staff room with a minimum plinth area of 500 sq. ft.,
- (iv) Waiting room with a minimum plinth area of 500 sq. ft for the girls with attached toilets for simultaneous use by 10 persons with sufficient water storage facilities,
- (v) Toilets for boys with facility for simultaneous use by 10 persons,
- (vi) Library with a minimum plinth area of 1000 sq. ft.,
- (vii) Reading room with a minimum plinth area of 1000 sq. ft.,
- (viii) At least 6 lecture halls, each measuring at least 22 ft. x 30 ft.,
- (ix) Bicycle stand with a provision for parking minimum 100 bicycles at a time,
- (x) If science subjects are taught, then three laboratories, one for Physics, one for Chemistry and one for Biology and if Electronics or Computer science subjects are taught separate laboratories for these subjects with a minimum plinth area of 24 ft. x 60 ft. each;

(c) Provide water, electricity and sanitary facilities in the laboratories, class rooms, office rooms and toilets making the building fit for running a Pre-University college;

(d) Provide desks, benches, tables, office furniture, shelves, office equipments, apparatus and equipment in the laboratories.

(3) The minimum requirements specified in sub-rule (2), are meant for six sections and where language subjects in Part-I are only two. For every additional language subject in Part-I, one lecture hall and for every additional subject in Part-II, two lecture halls shall be provided.

(4) The managing committee shall after complying with the requirements of sub-rules (2) and (3), intimate in writing to the Director the fact that they have acquired the necessary land, constructed the building and provided the basic facilities and civil amenities, etc., as required under sub-rule (2) and also specify the combinations of subjects which they intended to teach.

(5) The Director shall record such intimation in the register kept for the purpose and shall within the next thirty days request the Inspection Committee to visit the place of the intended location of the Pre-University college and hold inspection.

(6) The Inspection Committee shall within thirty days thereafter inspect the land and building and submit its report to the State Government through the Director giving specific findings in respect of compliance of the specifications of this rule.

(7) The managing committee shall furnish an undertaking to the Director in respect of the land and building acquired and built as contemplated under this rule in the proforma specified in Form-III to these rules and shall deposit of an amount of Rs.1,00,000/- in a scheduled bank or a post office branch in the name of the Director of Pre-University Education in Karnataka.

(8) After satisfying that the managing committee has complied with the requirements of sub-rules (2) and sub-rule (7), the State Government shall cause the Director to register the Pre-University college in the register maintained in accordance with section 31, and shall within one month from the date of undertaking under sub-rule (7), authorise the Managing Committee to recruit the minimum teaching and non-teaching personnel, as follows:-

- (i) one principal;
- (ii) one lecturer for each subject permitted to be taught including the subject taught by the principal;
- (iii) one clerk, one peon and where science subjects are to be taught, one laboratory attender.

(9) The managing committee shall recruit the minimum teaching and non-teaching staff specified under sub-rule (8) within three months from the date of issue of such an authorisation.

(10) The Director shall accord recognition to the Pre-University college only after it has been registered in accordance with the sub-rule (8) and that the managing committee has complied with the requirements of sub-rule (9) and there after record the same in the register maintained under sub-rule (1).

(11) If, in a Pre-University college recruitment of teaching and non-teaching staff is completed in all respects within the month of May of a calendar year, then the academic activities, such as, admission of students, teaching in class rooms etc., may commence from the month of June of the same calendar year. If the recruitment of the teaching and non-teaching

staff is completed after the month of May of a calendar year, then the academic activities, shall commence only in the month of June of the next calendar year.

(12) If the managing committee fails to acquire the land within the stipulated time or construct the building as required under sub-rule (2) the letter of intent if any given under this rule shall be cancelled after providing an opportunity of being heard to the managing committee.

**5. Applicability of these rules to the Pre-University colleges which are already functioning with the permission of the Government.-** (1) A Private Pre-University College of category B which is functioning with the permission of the State Government and recognition accorded by the Director prior to the date of commencement of these rules, shall, provide the basic infra-structure and facilities specified in sub-rule (2) of rule 4 within two years from the date of commencement of these rules and shall furnish the undertaking agreement with deposit in accordance with sub-rule (7) of rule 4.

(2) The managing committee of a Private Pre-University College of Category C recognised prior to the date of commencement of these rules shall shift the college to a regular building either owned, rented or leased, if such an opportunity was not already given by the Director, earlier, the managing committee shall simultaneously acquire the land as specified in sub-rule (2) of rule 4, and provide the basic infra-structural facilities in accordance with rule 4 within a period of two years.

(3) A private pre-university college of Category B in existence or functioning on the date of commencement of these rules, fails to provide the infra-structural facilities as specified in sub-rule (2) of rule 4 within the said period of two years, or if a Private Pre-University College of Category C in existence or functioning on the date of commencement of these rules, fails to comply with the requirements of sub-rule (2), of rule-4 then the permission granted by the State Government to start the said college and the academic recognition granted by the Director shall stand be withdrawn after giving an opportunity of being heard, to the managing committee.

(4) The Director shall publish in the notice board of his office and in the newspaper a list of all the Pre-University colleges which are recognised for the academic year, at least by the end of May of the previous academic year and cause to publish the said list in the notice Board of all the Pre-university Colleges in the State. No Pre-University College which has not been recognised shall admit students either to the first Pre-University Course or to the second Pre-University Course during the academic year.

(5) Publication of the list of recognised colleges in the notice board of the recognised colleges is deemed to be a sufficient notice to the students and their parents about such colleges.

**6. Supervision and Control of Pre-University colleges.-** The Director shall be responsible for the proper functioning of Pre-University colleges in the State. He shall ensure proper academic activity in the Pre-University colleges. The Director shall be responsible for implementation and adherence and compliance of these rules by all the Pre-University colleges

by conducting periodical inspections of such colleges in accordance with section 57. The Director may be assisted by Joint Directors, Deputy Directors and Assistant Directors in discharging these duties. In every district, the Director shall also be assisted by a Deputy Director, who shall have the power to inspect Pre-University colleges and verify compliance to these rules.

### **CHAPTER – III**

#### *Recognition and Admissions in Private Pre-University Colleges*

**7. Recognition of Pre-University Colleges.-** (1) The Pre-University colleges of Category A which is in existence for a continuous period of not less than ten years and the students of which are not involved in mass examination malpractice in the previous ten years and which have a total student strength of not less than 200 including first and second year Pre-University classes for a continuous period of last ten years shall be recognised permanently. However, the permanent recognition may be revoked for any violation of the provisions of these rules or Karnataka Pre-University Course State Level Examination Rules 1997, after giving a notice to make representation, if any within a period of thirty days.

(2) The provisional approval to a Pre-University college granted under sub-section (6) of section 36 may be extended for a period of three years at a time until it is permanently recognised, subject to the following conditions, namely:-

- (a) The college shall comply with the requirements in respect of infrastructure and facilities specified in these rules;
- (b) The managing committee shall give an undertaking to the Government in respect of the land and building on which the college is located;
- (c) The students of the college should not have been involved in mass examination malpractice during the previous academic year;
- (d) The college should have remitted the prescribed fees to the treasury.

(3) No private Pre-University College falling under Category C of rule 3 shall be eligible for recognition.

**8. Eligibility for admission to I Year and II Year Pre-University Courses.-** (1) A pass in Secondary School Leaving Certificate Course or tenth standard examination conducted by the Karnataka State Secondary Education Examination Board or pass in an equivalent examination shall be the minimum qualification for admission to the first year Pre-University Course.

(2) No student shall be admitted to first year Pre-University Course unless he produces the Secondary school leaving certificate issued by the Karnataka State Secondary Examination Board or by any other appropriate authority and the certificate shall not be returned to the candidate till he completes the course or lawfully takes a discharge from the college. A student shall have passed in the first year annual examination or equivalent examination to qualify for admission to the second year Pre-University class by securing a minimum of thirty marks in each subject and an aggregate of thirty- five percent in Part-I and Part-II.

(3) The Pre-University colleges shall conduct an annual examination for the students of first year Pre-University classes at the end of each academic year as far as possible in the month of March. There shall be a supplementary examination for students who fail in the first year annual Pre-University examination in the month of June. Students who pass in this examination are also eligible for admission to the second year Pre-University Course in the same year.

**9. Admissions of students, students numbers and approval.-** (1) At the beginning of each academic year and not later than the month of June of the that academic year, every Pre-University College shall notify its intention to admit students to the combination of subjects approved by the Director, and in conformity with the reservation policy of the State Government and shall issue applications for admission of students to first and second year Pre-University course. The admission fees in aided college shall not exceed the amount specified in Schedule-II to these rules.

(2) Every Pre-University college shall complete the admission process complying with reservation policy and any other direction that may be given by the State Government from time to time, within the 15<sup>th</sup> of July each year and shall furnish a statement of student admissions in Form-II and III containing the details of the students admitted etc., to the Director within the 31<sup>st</sup> of August of the academic year.

(3) The Director shall scrutinize the statement of students admitted, and, after satisfying himself that the admissions have been made only to the approved combinations or subjects and that the students admitted have the minimum educational qualifications prescribed under these rules and also that the reservation of seats in favour of the Scheduled Castes and Schedules Tribes and Other Backward Classes have been maintained, shall approve the same, assign a student number to each student so admitted and send a copy of the approved statement to the college.

(4) A student whose admission is not approved by the Director and who has not been assigned with a student number shall not be eligible to study Pre-University course or appear for the first year or the second year annual examination.

(5) A student seeking change from one Pre-University college to another Pre-University college within the state shall apply to the Director in Form-IV after paying the requisite fee. The Principals of both the colleges shall give consent to such a change in the prescribed form and the receiving college shall have a vacancy of seat in a section to accommodate the student seeking the change. No student seeking change of college shall be admitted without prior permission of the Director.

## **CHAPTER – IV**

### **Subjects of study, Attendance, Teaching hours etc.,**

**10. Subjects of study, Change of subjects of study and re-admission.-** (1) A student who has passed in all the subjects and has completed the Pre-University course or equivalent course is not eligible to join the Pre-University Course in the same subjects and combination as

a fresh student either in the college in which he had studied earlier or in another college, either to first Pre-University course or to the second Pre-University Course.

(2) A student who has passed in all the subjects and completed the Pre-University course can join the Pre-University course as a fresh student to the first Pre-University class with a combination with distinctly different subjects, with the prior approval of the Director.

(3) A student who has completed the two year Pre-University Course but who has not passed the second Pre-University examination is not eligible to join second Pre-University class afresh either in the same subject or in different subjects.

(4) Every student shall compulsorily study six subjects in the first year and the same six subjects in the second year and of the six subjects, two shall be languages grouped as Part-I and a combination of four optional subjects, grouped as Part-II. The languages that can be studied by a student in Part-I are detailed in Schedule-II. The optional subjects which can be selected by a student in Part II is detailed in Schedule-I.

(5) A student can change the subject or subjects of his study in the first year Pre-University Course within the first three months of the first year Pre-University class, on condition that he/she shall put in the required 75% of attendance in the intended changed subject/s. The Principal is empowered to effect this change.

(6) After passing the I year PUC, if the candidate wishes to change a maximum of two subjects (one language and one subject) in the II year Pre-University course due to a valid reason permission may be given by the Director on condition that the candidate has to pass the district level examination of the I year Pre-University securing minimum marks in the subjects he/she has changed over to at the II year Pre-University. However no change of subject/s shall be permitted if it involves practical examination subjects.

(7) A student who has completed the two years study period but has not been able to complete the course by passing in all the subjects or who has completed the course by passing in all the subjects desires to study altogether different combination of subjects can do so by obtaining prior permission of the Director to join the course afresh.

**11. Minimum student strength and sections.-** (1) Student strength shall be the basis for determination of sections in a college. A section may comprise of not more than eighty students. The Director shall determine the number of sections that can be allowed to be formed in a college taking into consideration the student strength, the infra-structural facilities available in the college and requirement of the area. The managing committee and the principal shall not admit students beyond the limit of the sections so determined.

(2) A practical batch in a science subject shall have a minimum of twenty students unless the total number of students in the subject itself is less than that, in which case the entire section itself shall be the batch.

(3) Every Pre-University college may have upto three sections with three distinct combination of subjects during the first year of its commencement, but there shall be at least two distinct combinations. The minimum and maximum student strength for a Section shall be



forty and eighty respectively. No Pre-University college shall be entitled to have a fourth combination of subjects in the second or the subsequent years unless the student strength in at least two such combinations of subjects exceeds forty. A fifth combination may be allowed only when the student strength in the first three combinations exceeds forty in each combination and so on and so forth. Additional sections in any approved combination shall not be allowed unless the student strength in the existing section exceeds hundred.

(4) A minimum of ten students shall be necessary in each of the languages taught in Part-I. If the student strength in any of the approved languages or optional subjects gets reduced below the prescribed student strength successively for three years then the college shall not admit students to the said language or optional subjects in the next academic year. Any admission made in violation of these rules shall be void, ab-initio and the students shall not be eligible to appear for the annual examinations.

**12. Minimum days of attendance.-** (1) A student shall have attendance of 75 percent of the total number of periods in each subject during the academic year to become eligible to appear for the annual examination.

(2) The Director shall notify the minimum number of hours of periods of teaching in respect of each subject and also the minimum number of hours of experiments to be conducted by the student in each science subject. A student who fails to put in the minimum period of study and attendance in the class and also a science student who fails to conduct the minimum hours of experiments in the laboratories successfully, shall not be eligible to appear for the annual examination.

**13. Teaching hours and hours of teaching for Day and Evening Pre-University colleges.-** (1) Every Arts, Commerce and language subjects shall be taught for a minimum of four hours per week per section. Every Science subject shall be taught for a minimum of five hours per week per section including two hours practical and the students shall be required to do experiments in the laboratories for two hours per subject per week. Mathematics subject shall be taught for a minimum of five hours per week per section.

(2) Every Pre-University College shall work for atleast two hundred and twenty days in an academic year.

**14. Quantum of work for lecturers, principals and non-teaching staff.-** (1) Every lecturer teaching science subjects shall have a minimum work load of atleast twenty hours a week including practicals and in case of Mathematics twenty hours a week. Every lecturer teaching Arts or Commerce subjects or languages or subjects not involving practicals shall have a minimum teaching workload of at least sixteen hours per week. Every principal shall have a minimum teaching work load in the following manner, namely:-

(a) If the Pre-University college were to have only Arts and Commerce combinations with not more than two sections in the first year and not more than two sections in the second year and if the work load is not more than eight hours in the subject taught by the principal, then the principal himself shall teach the subject.

(b) If the Pre-University college having only Arts and Commerce combinations with more than two sections in the first year and more than two sections in the second year and the teaching workload is more than eight hours, then the principal shall teach only eight hours and the remaining work shall be entrusted to a lecturer having eight hours work load in another Government or aided Pre-University college located nearby. If such a lecturer is not available then a lecturer in that subject may be permitted to be appointed, but the principal shall teach at least four hours per week.

(c) If the Pre-University college were to be having science combination alone or in addition to other combinations, and if the number of students in the science subject involving practical taught by the principal were to be limited to one practical class batch each in first and second year Pre-University classes. then the principal himself shall teach and conduct practical in that subject.

(d) If the Pre-University college were to have more than one practical batch in the first and second year Pre-University classes, then the principal shall teach at least four hours in that subject and the remaining work shall be entrusted to a lecturer having work load upto ten hours only in another Government or aided Pre-University college located nearby. If such a lecturer is not available, then a lecturer in that subject may be permitted to be appointed, but the principal shall teach at least four hours in that subject.

(2) If a vacancy in a subject arises in an aided private Pre-University college wherein the work load is limited to 8 hours and if a lecturer in that subject with 8 hours work load is working in another aided Pre-University college located within a distance of about 15kms, then no recruitment shall be permitted against such a vacancy and the lecturer with 8 hours work load in the latter college shall teach another 8 hours in the former college and such a lecturer shall be paid fixed conveyance allowance at the rate fixed by Government from time to time.

3) Number of laboratory attenders and workload for each laboratory attender in Pre-University colleges shall be in accordance with the students strength batches and hours of work as shown in Schedule-V, in Form VIII.

(4) Number of various non-teaching staff in Pre-University colleges shall be in accordance with the pattern given in Schedule-VI.

**Explanation:** For the purpose of calculating work load in a language subject which is also taught as combination subject in Part-II, the total student strength in sections in Part-I and Part-II shall be taken into consideration and shall be treated as one subject.

## CHAPTER – V

### AIDED PRE-UNIVERSITY COLLEGES

#### Recruitment and Grants in aid

**15. Recruitment of teaching and non-teaching staff in aided private Pre-University colleges.- (1)** A Managing Committee shall be competent to appoint the teaching and non-teaching staff in a private aided Pre-University College. The Managing Committee of a private aided Pre-University college shall comply with the reservation roster for filling-up post by the

direct recruitment or by promotion to the extent and in a manner specified by the Government from time to time, whenever it is applicable. The minimum academic qualifications prescribed under the Karnataka General Services Pre-University Education Recruitment Rules, 1996, shall be applicable to the personnel of private aided pre-university colleges also. Every Managing Committee shall maintain an employment register pertaining to the teaching and non-teaching staff in which every appointment made shall be registered. An extract of employment register shall be sent to Deputy Director as on 30<sup>th</sup> September of every year.

<sup>1</sup>[The provisions of the Karnataka Civil Services [General Recruitment] Rules, 1977 relating to (horizontal) reservation of posts in favour of the persons belonging to the categories of ex-servicemen, physically handicapped, project displaced persons, women and Kannada medium candidates and the provisions of the Karnataka Reservation of Appointments or Posts (in the Civil Services of the State) for Rural Candidates Act, 2000 (Karnataka Act 1 of 2001) relating to the each category of rural candidates shall mutatis mutandis apply in respect of every recruitment made under these rules.]<sup>1</sup>

<sup>1</sup> Inserted by notification no. ED 262 SLB 2007 dtd. 7.5.2008 w.e.f. 16.5.2008

(2) While examining the appointments made by the private aided pre-university colleges, the Deputy Director shall satisfy himself/herself that the person appointed has the minimum educational qualification prescribed for the post and the caste category-wise roster has been followed. If these requirements are not complied with while making the appointment, the Director shall take necessary action to withdraw recognition and shall stop the grant given to said posts, after giving an opportunity of being heard, to the managing committee.

**16. Procedure for recruitment of teaching and non-teaching staff in a private Pre-University college.-** A vacancy in the cadre of lecturers in a private Pre-University college will come into operation only if the subject and the number of posts in that subject are approved by the Director on the basis of the norms prescribed under rules 10 and 13. However, eligibility for grant-in-aid shall be determined in accordance with rule 21.

**17. Mode of notifying a vacancy for the purpose of recruitment.-** (1) A managing committee of a private aided Pre-University college may notify a vacancy which arises in accordance with Rule 16 after obtaining prior permission for doing so from the Director. The notification shall be published on the notice board of the office of the management; Pre-University college concerned; the Deputy Director of Pre-University Education of the concerned district and further it shall be published in at least one leading newspaper having largest circulation in the district. The notification shall contain the description of the vacant post, caste category reservation if any, the number and date of permission to advertise accorded by the Director, the minimum qualification specified, the last date fixed for submitting the application and marks and caste certificates to be produced in support of the academic qualification and caste category.

(2) After the last date for submitting the application is over, the management shall verify the particulars of all the candidates whether eligible or otherwise serially in the order of their academic merit, placing the candidate with the highest marks scored in the Post Graduation degree in the first place. If the academic merit of more than one candidate is same, the candidate older in age shall be placed above the other. If the highest total marks prescribed for the qualifying examinations of different candidates vary, then, the managing committee shall prepare the list based on the percentage or a common denominator.

(3) For each post, five applicants in the top of the list prepared under sub-rule (2) shall be called for interview, unless the total number of applicants is less than 5, in which case all the applicants shall be called for the interview. The management shall consult the Deputy Director of the concerned district to fix a date and time for the interview of the candidates and shall conduct the interview in the premises of the concerned Pre-University College.

(4) The managing committee shall constitute a recruitment committee comprising of four members; two representing the managing committee, the third being the Deputy Director of the concerned district, unless the Director nominates someone else by a specific order and the fourth being a subject expert to be nominated by the managing committee.

(5) The candidates called for interview shall demonstrate their ability to teach the subject and handle a class by actually delivering a lecture before a class of students of concerned college for at least twenty minutes in the presence of the recruitment committee.

(6) Each member of the recruitment committee may award a maximum of twenty-five marks and the total interview marks that can be awarded to any candidate shall not exceed twelve percent of the marks secured in the qualifying examination.

(7) The recruitment committee shall then prepare a list of selected candidates showing the marks scored in the Post Graduation examination and the marks awarded by the recruitment committee separately and also the total marks against the name of each candidate.

(8) The recruitment committee shall prepare, in the order of merit, a panel of three selected candidates for appointment to the post on the basis of the aggregate percentage of marks in the qualifying examination and marks scored at the interview. The managing committee shall send the appointment order to the person in the order of merit. Prior approval of the Director shall be obtained before issuing the appointment order to the selected candidate.

**18. Promotion to the cadre of lecturers and to the post of principal in a composite private Pre-University college.-** (1) In a composite private aided Pre-University college, fifty per cent of the total posts of the lecturers shall be filled by promotion from the cadre of Secondary School Assistants- if on the date of arising of vacancy a Secondary School Assistant is eligible for promotion, in accordance with sub-rule (2).

(2) A Secondary School Assistant working in a composite private aided Pre-University college shall be eligible for promotion to the post of a lecturer, if the Secondary School Assistant possesses a post graduation degree in the subject in which he teaches in the high school.

(3) When a private higher secondary school or high school gets upgraded to a Pre-University college, the headmaster of that school may act as the principal of the Pre-University college, for the first two years of the up-gradation even if the headmaster is not academically qualified to be a lecturer. But, the headmaster shall not be eligible to become the principal beyond a period of four years unless the headmaster has a post graduation degree in any of the subjects taught in that Pre-University college and has served as headmaster for a minimum period of five years or otherwise the managing committee shall take necessary action for filling the post of principal by appointing either a lecturer from the same or any other college who has put in not less than five years of service as a lecturer in a recognised college in a post approved by the Department or a person who has worked as a principal in another Pre-University college which has been recognized by the Government.

**19. Appointment of a principal in a private aided Pre-University college managed by a linguistic or religious minority management.-** The Managing committee of a linguistic or religious minority college may appoint any person, even if he is not working as a lecturer or as a headmaster in the Pre-University college or the high school section of the Pre-University college, as the principal of the Pre-University college managed by it, if the person has a post graduation degree in any of the subjects taught in the Pre-University college and has worked as a lecturer in a Pre-University college for a period of not less than five years or in case of up-gradation of high school to a Pre-University college, as a headmaster in a high school for not less than a period of ten years.

**20. Reservation in Aided Pre-University Colleges.-** All direct recruitment and promotion vacancies in aided Pre-University colleges shall be filled in accordance with the reservation Policy of the State Government as provided from time to time.

**21. Grant-in-aid to Private Pre-University colleges.- (1)** Subject to the financial capacity of the Government, the scale of pay applicable to lecturers and non-teaching personnel in Government Pre-University Colleges in accordance with Karnataka General Services (Pre-University Education Recruitment) Rules, 1996 shall generally be applicable to the teaching and non-teaching personnel in the Aided Pre-University Colleges unless otherwise ordered by the Government for the purpose of release of grant-in-aid as extended by the Government, for teaching and non-teaching aided employees from time to time. The employees of Aided Pre-University Colleges shall be eligible only for such benefits and allowances that have been extended and sanctioned specifically to such employees by the Government from time to time.

(2) The posts and the persons working in such posts in private aided Pre-University Colleges shall be eligible for grant-in-aid only from the date of sanction of the grant-in-aid by the Government and the earlier period of un-aided service shall not count for any pay fixation, increment, leave, seniority and other service benefits including pension.

(3) Consequent to the sanction of salary grant-in-aid to an employee of aided Pre-University College, the initial pay of such an employee shall be fixed at the minimum of the pay

scale applicable to the post and he will not be eligible for any monetary benefits either notionally or otherwise in respect of the earlier period of un-aided service.

(4) Salary to a post in private aided Pre-University College shall be stopped if the minimum students strength per section as specified under these rules is not maintained or fulfilled for consecutive three academic years.

(5) Grant-in-aid may be released to non-teaching staff of a private aided Pre-University College which started functioning prior to first June, 1987 to the posts specified in Schedule-VI of these rules if the appointment and approval is made prior to first day of June, 1992.

(6) In a private aided Pre-University College where grant-in-aid is being released to more than one non-teaching posts, if any such not-teaching post falls vacant due to death or retirement or resignation, then that post ceases to be eligible for grant. If in respect of institutions started functioning prior to first day of June 1987 all the clerical posts are unaided, as on the date of coming into force of these rules, then grant-in-aid may be released prospectively from the date of issue of such order to only one post of either First Division Assistant or Second Division Assistant as the case may be on the basis of seniority. If science sections were to exist lawfully in such a college then, grant-in-aid may be released to one post of laboratory attender. But, grant-in-aid shall not be released to non-teaching posts which were not in existence prior to first June, 1987 and the appointment had not been approved prior to first June, 1987 unless it is the only post of First Division Assistant or Second Division Assistant or the post of a Laboratory Attender.

(7) Whenever an employee of a private aided Pre-University College is placed under suspension by the Managing Committee, the managing committee shall complete the disciplinary proceedings in respect of the said employee within a period of six months from the date of suspension and the Government may release grant-in-aid for subsistence allowance of the said employee for the period of said six months if prior permission of the department is obtained for placing the official under suspension. The managing committee shall be liable to pay the subsistence allowance to such an employee beyond the period of six months of suspension.

(8) The Government may recover from the managing committee of Private aided Pre-University College the amount released by it as grant-in-aid if the same is mis-utilised or embezzled or mis- appropriated by the managing committee and it may be recovered as arrears of land revenue and while doing so, the land and building owned by the managing committee may be attached and sold by the Deputy Commissioner of the concerned district under the provisions of the Karnataka Land Revenue Act, 1964 to secure the amount and for effective recovery of the dues.

**22. Ineligibility of certain Private Pre-University Colleges to grant-in-aid.-** All Private Pre-University Colleges including Pre-University Colleges run by the Private Educational Institutions other than the Scheduled Castes and Scheduled Tribes established or permitted to be established on or after First day of June, 1987, but started functioning from the academic

year 1987-88 onwards shall be permanently ineligible for grant-in-aid. \*\* All Private Educational Institutions run by the persons belonging to the Scheduled Caste or the Scheduled Tribes established or permitted to be so established on or after the 31st day March 1992, or such of those institutions permitted to be established prior to the 31st day of March 1992, but started functioning from the academic year 1992-93 onwards for imparting Pre-University education shall be permanently ineligible for grant-in-aid.

**23. Transfer of teaching and non-teaching staff from one private aided Pre-University college to another private aided Pre-University college.-** (1) The staff working in aided posts in a aided private pre-university college may be transferred to an aided post in another private pre-university college with the prior approval of the Director, if the posts in both the colleges are same in nature and both the managements agree to the proposal. The person so, transferred will be the junior most in the cadre in the transferred college. However his service in the previous aided institution will count for the purposes of salary, leave and pensionary benefits.

(2) Teaching and non-teaching personnel working in an aided Pre-University college against aided posts found surplus due to lack of work load or for any other reason shall be transferred by the Commissioner/Director, Pre-University Education to another aided Pre-University college either under the same managing committee or under a different managing committee against an aided post in the the same subject. However, the grant-in-aid shall be continue for such aided posts till a vacancy is found in another aided college. Action will be taken against both the management and the officer concerned who are responsible for concealing the information regarding availability of such vacancies.

**24. Fees structure.-** The aided private pre-university colleges shall collect the fees from the students and utilize the same, as specified in Schedule-VI.

**25. Code of conduct for employees of aided and un-aided Pre-University Colleges.-** (1) Every employee in a private aided and unaided Pre-University college shall maintain absolute integrity, devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

(2) (a) Every employee shall,-

(i) be punctual in attendance in respect of his work and any other work connected with the duties assigned of him by the Head of the institution;

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\*\* Inserted vide Government Notification No. ED 138 TPU 2006, dated 23-02-2007.

(ii) abide by the rules and regulations of the institution and show due respect to higher authority;

(b) No employee shall,-

(i) knowingly or unknowingly neglect his duties;

(ii) remain absent from the institution without leave or without the previous permission of the head of the institution;

(iii) engage in, or encourage, any form of mal-practice connected with examinations or any other school activity;

(iv) accept private tuition.

(3) The following shall constitute misconduct,-

(a) indulging in communal activities or propagating casteism;

(b) ill-treatment of students or other employees and indulging in unruly or disorderly behaviour or violence;

(c) taking part in politics or elections in any manner;

(d) joining an Association, the object of which is prejudicial to the interest of the country;

(e) participation in a demonstration or strike which is prejudicial to the interest of the sovereignty and integrity of India and security of the State;

(f) criticising in public current policies of State or Central Government;

(g) Accepting contribution or raising funds without previous sanction of the managing committee;

(h) bringing or attempt to bring political or other influence for furtherance of his own interest;

(i) accepting any gift except a casual meal, lift or other social hospitality. However, on social occasions a gift could be accepted if its value is less than Rs.250/-;

(j) giving, taking or abetting the giving or taking of dowry;

(k) engaging in any private trade or employment;

(l) writing or editing any text book while being a member of the Text book committee;

(m) speculating stock, share or investment;

(n) becoming insolvent and/or getting into habitual indebtedness;

(o) acquisition, disposal of movable or immovable properties without previous sanction of management or entering into any transaction with any foreigner or foreign organisation/Government for acquisition an disposal of property;

(p) acting as a legal guardian of minor other than his dependant without the previous sanction of managing committee;

(q) contracting second marriage during the subsistence of the first marriage without obtaining permission of the managing

(r) committee or entering into a bigamous marriage where the personal law of employee does not permit such marriage;

(s) consumption of intoxicating drugs or drinks.

**26. Discipline and control of the teaching and non-teaching personnel in private Pre-University colleges.-** Every employee of a private aided and unaided Pre-University college shall be governed by the prescribed code of conduct as per Education Act and these rules. If he violates any provision thereof he shall be liable for disciplinary action.



**27. Application of provisions of the Karnataka Civil Services (Classification, Control and Appeal) Rules to the employees of private Pre-university college.-** The penalties specified Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957 shall mutatis-mutandis apply to the employees of the private aided Pre-university college.

**28. Procedure of conducting disciplinary enquiries.-** (1) The managing committee shall be competent to impose penalties specified in rule 27.

Provided that in case of employees working in aided posts, the managing committee shall obtain the prior approval of the Director, Pre-University Education for imposing any of the penalties on any employee.

(2) A managing committee shall be competent to initiate disciplinary proceedings against its employees in accordance with these rules. However, the Director shall be competent to initiate a disciplinary enquiry and impose punishment on any employee of a private aided Pre-University college whose salary grants are released by the Government, on the grounds of misappropriation or mis-utilisation of Government funds or on charges of examination malpractice. The Director is also competent to initiate domestic enquiry against employees whenever the managing committee gives up the right in favour of the Director in accordance with the Pre-University Course State Level Examination Rules, 1997.

(3) In all the disciplinary proceedings, the Director shall be competent to appoint the enquiry officer either suo-motu if the enquiry is ordered by him under sub-rule (2) or on a proposal by a managing committee if the charges are framed by the managing committee.

(4) Where the enquiry is ordered by the Director suo-motu, then the enquiry officer shall be a serving Government servant. If the enquiry is proposed by the managing committee then the enquiry officer may be a serving or retired Government servant or a legal practitioner. If a retired government servant or a legal practitioner is appointed as the enquiry officer, then the managing committee shall deposit an amount of Rs.2,000/- with the Director and the same shall be payable to the person appointed as enquiry officer upon completion of the enquiry and submission of the report to the Director.

(5) The Director shall take a decision on the report if the enquiry is ordered by him or send the report to the managing committee for a decision if the enquiry had been sought by the managing committee. An appeal shall lie on the said decision to the Education Appellate Tribunal.

**29. Procedure for imposing penalties.-** (1) No order imposing any of the penalties specified as per Rule 27 and Karnataka Civil Service (C.C.A.) Rule 1957 shall be made except after an inquiry held, as far as may be, in the manner provided in these rules.

(2) Where it is proposed to hold an inquiry against an employee of a private aided Pre-University college under this rule, the Director or the managing committee as the case may be shall draw up,-

(i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charges;

(ii) a statement of the imputations of misconduct or misbehaviour in support of each article of charges, which shall contain,-

(a) a statement of all relevant facts including any admission or confession made by the employee;

(b) a list of documents by which, and list of witnesses by whom, the articles of charge are proposed to be sustained.

(3) The Director or the concerned Managing Committee as the case may be shall deliver or cause to be delivered to the employee of a private aided Pre-University college a copy of the articles of charge, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charges is proposed to be sustained and shall require the employee to submit, within such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person.

(4) On receipt of the written statement of defence the Director or the Managing Committee as the case may be, may appoint, under sub-rule (4) of rule-28, an enquiry officer for the purpose, and where all the articles of charges have been admitted by the employee in the employee's written statement of defence, the enquiry officer shall record the findings on each charge after taking such evidence as the enquiry officer may think fit and shall submit a report to the Director or the managing committee findings in respect of each article of charges, and the reasons thereof.

(5) If no written statement of defence is submitted by the employee, the Director may enquire into the articles of charge or, if the Director considers it is necessary to do so, may appoint under sub-rule (4) of rule 29, an enquiry officer for the purpose.

(6) Where the Director appoints an Inquiry officer for holding an inquiry into such charge, the Director by an order, may appoint an officer or an employee of the Department as "Presenting Officer" to present the case in support of the articles of charge.

(7) The Director or Managing Committee as the case may be shall forward to the enquiry officer, -

(i) a copy of the articles of charge and the statement of imputations of misconduct or misbehaviour;

(ii) a copy of the written statement of defence, if any, submitted by the employee;

(iii) a copy of the list of witnesses, if any, referred to in sub-rule (2);

(iv) a copy of the list of documents, if any, referred to in sub-rule (2);and

(v) a copy of the order appointing the "Presenting Officer.

(8) The employee of a private Pre-University college shall appear in person before the enquiry officer on such day and at such time as the enquiry officer may, by a notice in writing, specify in this behalf if the employee who has not admitted any of the articles of charge in his written statement of defence or has not submitted any written statement of defence, appears before the enquiry officer, such officer shall ask him whether he is guilty or has any defence to

make and if he pleads guilty to any of the articles of charge, the enquiry officer shall record the plea, sign the record and obtain the signature of the employee thereon.

(9) The employee may take the assistance of any colleague or an employee or a retired employee to present the case on his behalf, but may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the Director or Managing Committee as the case may be is a legal practitioner, or, the Director, having regard to the circumstances of the case, so permits:

Provided that if the retired employee is also a Legal Practitioner, the employee shall not engage such person unless the Presenting Officer appointed by the Director or Managing Committee in the case may be is Legal Practitioner or the Disciplinary Authority having regard to circumstances of the case, so permits.

(10) The Inquiry officer shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.

(11) The Inquiry officer shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charges, and adjourn the case to a later date not exceeding thirty days, after recording the reasons that the employee may for the purpose of preparing the employee's defence,-

(i) inspect within five days of the order or within such further time not exceeding five days as the enquiry officer may allow, the documents specified in the list referred to in sub-rule(2) ;

(ii) submit a list of witness to be examined on his behalf;

(iii) apply orally or in writing to inspect and take extracts of the statements, if any, of witness mentioned in the list referred to in sub rule-(2) and the enquiry officer shall permit him to take such extracts as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority;

(iv) give a notice within ten days of the order or within such further time not exceeding ten days as the enquiry officer may allow for the discovery or production of any documents which are in the possession of the Department or the management but not mentioned in the list referred to in sub-rule (2):

Provided that the employee shall indicate the relevance of the documents required by him to be discovered or produced by the Department or the managing committee.

(12) The Inquiry officer shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the document by such data as may be specified in such requisition:

Provided that the Inquiry officer, for reasons to be recorded in writing may refuse to requisition such of the documents as are, in his opinion, not relevant to the case.

(13) On receipt of the requisition referred to in sub-rule (11), every authority having the custody or possession of the requisitioned documents shall produce the same before the Inquiry officer :

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the State, it shall inform the enquiry officer accordingly and the enquiry officer shall, on being so informed, communicate the information to the employee and withdraw the requisition made by it for the production or discovery of such documents.

(14) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the employer. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the leave of the enquiry officer. The Inquiry officer may also put such questions to the witnesses as he thinks fit.

(15) If it, appears necessary before the close of the case, the Inquiry officer may allow the Presenting Officer to produce evidence not included in the list given to the employee or may call for new evidence or recall and re-examine any witness and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and day to which the inquiry is adjourned. The enquiry officer shall give the employee an opportunity of inspecting such documents before they are taken on the record. The Inquiry officer may also allow the employee to produce new evidence, if he is of the opinion that the production of such evidence is necessary in the interests of justice.

**Note:** New evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(16) When the case of the managing committee or the Director is closed, the employee shall be required to state his defence, orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

(17) The evidence on behalf of the employee shall then be produced. The employee may examine himself on his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the enquiry officer according to the provisions applicable to the witnesses for the Disciplinary authority.

(18) The Inquiry officer may, after the employee closes his case, and shall, if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

(19) The Inquiry officer may, after the completion of the production of evidence, hear the Presenting Officer and the employee and permit them to file written arguments about their respective cases, if they so desire.

(20) If the employee, to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the enquiry officer or otherwise fails or refuses to comply with the provisions of this rule, the enquiry officer may hold the inquiry ex-parte.

(21) Whenever any Inquiry officer, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein and is succeeded by another enquiry officer who has, and who exercises, such jurisdiction, the enquiry officer so succeeding may act on the evidence so recorded by the predecessor or partly recorded by the predecessor and partly recorded by succeeding enquiry officer:

Provided that if the succeeding Inquiry officer is of the opinion that further examination of any witnesses whose evidence has already been recorded is necessary in the interest of justice, enquiry officer may recall, any witness and allow cross-examination, and re-examine of such witness as herein before provided.

- (22) (i) After the conclusion of the inquiry, a report shall be prepared and it shall contain,-
- (a) the articles of charges and the statement of imputation of misconduct or misbehaviour;
  - (b) the defence of the employee in respect of each articles of charge;
  - (c) an assessment of the evidence in respect of each article of charge;
  - (d) the findings on each article of charge and the reasons thereof.

**Explanation.-** If in the opinion of the enquiry officer the proceedings of the enquiry establish any article of charge different from the original articles of the charge, it may record its findings on such article of charge:

Provided that the finding on such article of charge shall not be recorded, unless the employee has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(i) The Inquiry officer shall forward to the Director the record of Inquiry which shall include,-

- (a) the report prepared by him under clause(i);
- (b) the written statement of defence, if any submitted by the employee;
- (c) the oral and documentary evidence produced in the course of inquiry;

(d) written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the enquiry: and

(e) the orders, if any made by the Director and the enquiry officer in regard to the enquiry.

**30. Action on the enquiry report.-** The Director or the Managing Committee as the case may be, may for reasons to be recorded in writing remit the case to the Inquiry officer for further enquiry and report, and the enquiry officer shall thereupon proceed to hold further enquiry according to the provisions of rule 29 as far as may be.

(2) The Director or the managing committee as the case may be shall in case of disagreement with the findings of the enquiry officer on any article of charges record the reasons for such disagreement and record the findings on such charge if the evidence on record is sufficient for the purpose.

(3) If the Director or managing committee as the case may be, having regard to the findings, on all or any of the articles of charges is of the opinion that one or more of the penalties specified in the Karnataka Civil Services (Classification, Control and Appeal) Rules be imposed on the employee, it shall, notwithstanding anything contained in these rule, make an order imposing such penalty.

**31. Registers and books to be maintained in the Pre-University colleges.-** All Pre-University colleges shall maintain the registers and books enumerated in Schedule-VII.

By order and in the name of the Governor of Karnataka,

**M.M. HIREMATH**

Under Secretary to Government,

Education Department.

**FORM – III**

**UNDERTAKING**

This Undertaking given on this day ..... of ..... year by the Managing Committee with an intention to establish a Pre-University College in ..... applied to the Director of Pre-University Education on ..... day seeking permission to do so and Director of Pre-university Education has issued a letter of intent under number ..... dated.....in accordance with Rule-4 of the Pre-University Education Academic Administration and Grant-in-aid Rules 2006 (herein after called the Rules)

And whereas the Managing Committee .....has acquired the necessary land and has built the necessary building described in schedule hereto in accordance with Rule-4 of the Rules and same has been inspected by the inspection committee in accordance with the Rule-4 of the Rules, and has found that the land and building satisfy the stipulations laid down under Rule-4 of the said Rules.

Now, therefore un consideration of the permission to be granted by the Government of Karnataka to establish and run a Pre-University College at ..... in the scheduled land and building, the Managing Committee hereby agrees to abide and remain by the rules as applicable and the terms and conditions herein contained.

1. The Managing committee undertakes to run the Pre-University College in the scheduled land and building as long as the permission granted by the Government to run the Pre-University College is subsists and in operation.
2. The Managing committee undertakes to maintain the land and building in a condition fit for academic activities and will not undertake to use the premises for any commercial or any other use.
3. The Managing committee undertakes not to alienate the scheduled land and building by way of sale, lease, rent, mortgage or otherwise as long as the Pre-University College runs in that building.

In witness there of the President/Chairman and Secretary of the Managing Committee have affixed their seal and signatures hereunder.

President/Chairman

Secretary

### SCHEDULE – III

#### Examination fee and other fee structure of Department of Pre- University Examination

Govt. Order No. : ED/04/TPU-2002 Bangalore dated 30th December 2004.

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Govt. Order No. : ED/17/TPU-2002, dated 08th June 2007.

| Sl. No.  | Details  | Fee Structure            | Mode of Utilisation   |
|--|--|--------------------------|---|
| 1  | 2  | 3                        | 4   |
| <b>A. Fee Structure for Starting New Colleges (Private colleges only)</b>          |  |                          |   |
| 1.   | Application form fee for starting new college                          | 25000/-                  | To be remitted to the treasury  |
| 2.   | Solvency – (Moveable and Immovable property to the Managing Committee) | 20,00,000.00             |   |
| 3.   | Stability fund :   | 1,00,000.00              | Fund to be kept in a joint A/c of the Commissioner/<br>Director of Dept. of P.U.E. & Management |
| 4.   | Registration fee (to commence new college by the management)           | 50,000.00                | To be remitted to the treasury  |
| 5.   | To start a new combination or a subject                                |                          | –do–  |
|  | 1) Science Combination   | 20,000.00                |   |
|  | 2) Arts Combination  | 10,000.00                |   |
|  | 3) Commerce Combination  | 10,000.00                |   |
|  | 4) One subject (Language, Arts or Commerce)                            | 5,000.00                 |   |
|  | 5) One subject (Science subject)                                       | 10,000.00                |   |
| 6.   | Renewal of Annual Recognition  | 10,000.00                | –do–  |
| <b>B. Fee to be collected from students at the time of admission (Annual Fees)</b> |  |                          |   |
| 1.   | Admission form fee   | 15.00                    | To be remitted  |
| 2.   | Registration Fee   | 15.00                    | To be remitted to the treasury  |
| 3.   | Tuition Fee  | i) Govt. colleges 300.00 | –do–  |



ii) Private colleges 600.00

—do—

|   |          |   |
|---|----------|---|
| 4. Laboratory Fee   | 200.00   | To be remitted to the college A/c.  |
| 5. Admission Fee  | 20.00    | –do–  |
| 6. (i) Late Admission penal fee   | 300.00   | To be remitted to the college A/c.  |
| (ii) Special Late Admission penal fee   | 1,000.00 |   |
| <b>Instruction :</b> After obtaining permission from the Director by paying special penal fee, admission may be made upto 15 days from the last date fixed. |          |   |
| 7. Sports Fee   | 50.00    | To be remitted to the college A/c.  |
| 8. Cultural and Literary Fee  | 40.00    | –do–  |
| 9. Library and Reading Room Fee   | 50.00    | –do–  |
| 10. Students' Welfare Fund  | 10.00    | 50% of the amount to be remitted to the college A/c. and rest to be sent to <b>Student Welfare Fund Office.</b> |
| 11. Teachers' Welfare Fund  | 10.00    | To be sent to <b>Teachers Welfare Fund Office</b>   |
| 12. Sports Fund   | 20.00    | To be sent to Directorate by Demand Draft drawn in favour of Director   |
| 13. Maintenance of Toilets – Fee  | 10.00    |   |
| 14. Electricity and Water Charges   | 10.00    |   |
| <b>C. Practical Examination Fee :</b>   |          |   |
| 1. First year P.U.C. practical Examination Fee for each subject   | 30.00    | To be remitted to the college A/c.  |

|   |  |  |
|---|--|--|
| 2. Second year P.U.C. Practical Examination Fee   | 50.00  | To be remitted to the treasury         |
| <b>D. P.U.C. Examination Fee :</b>  |  |  |
| 1. First year P.U.C. Examination Fee (Class Examination)  | 100.00   | To be remitted the college A/c.        |
| 2. Second year P.U.C. Examination Fee :   |  | To be remitted to the treasury         |
| 1) For One subject  | 60.00  | –do–                                   |
| 2) For Two subjects   | 120.00   |  |
| 3) For Three subjects or more and fresh students  | 180.00   | –do–                                   |
| 4) For students belonging to SC/ST/ Category 1 who have been exempted from payment of fee should compulsorily pay the marks card fee                  | 20.00  | To be remitted to the treasury         |
| 3. Penal Fee (after the last date to submit the application form with Fee)  | 20.00 per day to a maximum of Rs. 200.00 for 10 days   | –do–<br>To be remitted to the treasury |
| 4. Special penal fee (After the last date to submit the application form with penal fee)  | 25.00 per day to a maximum of Rs. 500.00 (for 20 days) | –do–                                   |
| 5. Additional penal fee (After the last date for payment of special penal fee provided the Director gives the permission to pay the examination Fee). | 30.00 per day  | –do–                                   |
| 6. Second year P.U.C. class examination Fee   | 100.00   | To be remitted to the college A/c.     |
| 7. Second year P.U.C. Duplicate admission   | 60.00  | To be remitted ticket Fee              |
| <b>E. Result withdrawal Fee (Rejection) :</b>   |  |  |
| 1. For the First time for each subject  | 75.00  | –do–                                   |
| 2. For the Second and final attempt for each subject  | 150.00   | –do–                                   |

**F. Change of Examination Centre and College Fee :**

- |   |        |      |
|---|--------|------|
| 1. Second year P.U.C. Change of Examination centre Fee            | 500.00 | -do- |
| 2. First or Second year change of college Fee (Upto October only) | 200.00 | -do- |

**G. Duplicate Marks card, Application and Certificate Fee :**

- |   |        |                                     |
|---|--------|-------------------------------------|
| 1. Failed students Marks Card cum Application Fee   |        |                                     |
| 1) Submission of application within two years after the announcement of results.                | 50.00  | -do-                                |
| 2) Submission of application within ten years but after two years after announcement of results | 100.00 | To be remitted to the treasury A/c. |
| 3) Submission of application after ten years of the announcement of results                     | 200.00 | -do-                                |
| 2. Duplicate pass Certificates of Passed students   | 250.00 | -do-                                |
| 3. Triplicate pass Certificate of Passed students   | 750.00 | -do-                                |

**H. Private candidates who appear for Second year P.U. Examination Directly :**

- |                                     |        |   |
|-------------------------------------|--------|---|
| 1. Registration Fee                 | 25.00  | To be remitted to college A/c. and this can be used for postage expenses and review fee by the Principal and Staff. |
| 2. Admission Fee :                  | 150.00 | To be remitted to the treasury  |
| 3. S.C. and S.T. (Examination Fees) | 20.00  |   |

**I. Other Fees :**

- |   |         |                                     |
|---|---------|-------------------------------------|
| 1. Retotalling for each subject                           | 200.00  |                                     |
| 2. To get photocopies of the answer scripts – per subject | 300.00  |                                     |
| 3. Revaluation – per subject                              | 750.00  |                                     |
| 4. Eligibility Certificate Equivalence Certificate        |         |                                     |
| 1) For students studied in India                          | 300.00  | To be remitted to the treasury A/c. |
| 2) For students studied Abroad                            | 1000.00 | -do-                                |
| 5. Migration Certificate                                  | 200.00  | -do-                                |
| 6. Change of subject / combination fee                    | 300.00  |                                     |

7. To get permission for private study – fee

- |                                |         |
|--------------------------------|---------|
| 1) Indian languages / subjects | 300.00  |
| 2) Foreign languages           | 2000.00 |

(Fee structure to be changed from time to time as approve by the Govt.)

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### **SCHEDULE – II**

#### **Part I – Languages taught in PU Courses.**

- |                  |                   |                 |               |
|------------------|-------------------|-----------------|---------------|
| 1) Kannada (01)  | 2) English (02)   | 3) Hindi (03)   | 4) Tamil (04) |
| 5) Telugu (05)   | 6) Malayalam (06) | 7) Marathi (07) | 8) Urdu (08)  |
| 9) Sanskrit (09) | 10) Arabic (11)   | 11) French (12) |               |

#### **Part II – Combination Subjects taught in PU Courses (with code numbers)**

- |                           |                           |                          |
|---------------------------|---------------------------|--------------------------|
| 1) Optional Kannada (16)  | 2) History (21)           | 3) Economics (22)        |
| 4) Logic (23)             | 5) Geography (24)         | 6) Business Studies (27) |
| 7) Sociology (28)         | 8) Political Science (29) | 9) Accountancy (30)      |
| 10) Statistics (31)       | 11) Psychology (32)       | 12) Physics (33)         |
| 13) Chemistry (34)        | 14) Mathematics (35)      | 15) Biology              |
|                           |                           | Part I – Botany (3)      |
|                           |                           | Part II – Zoology        |
| 16) Electronics (46)      | 17) Computer Science (41) | 18) Education            |
| 19) Karnatic Music (25)   | 20) Home Science (67)     | 21) Basic                |
|                           |                           | Mathematics (69)         |
| 22) Hindustani Music (26) |                           |                          |

Any other combination subjects as and when approved by the Government.

### **SCHEDULE – I**

#### **Combination Subject taught in Pre-University Courses SCIENCE**

##### **COMBINATIONS :**

1. Physics, Chemistry, Mathematics, Biology
2. Physics, Chemistry, Mathematics, Computer Science
3. Physics, Chemistry, Mathematics, Electronics
4. Physics, Chemistry, Mathematics, Statistics
5. Physics, Chemistry, Biology, Home Science
6. Physics, Chemistry, Mathematics, Geology.

##### **HUMANITIES COMBINATIONS**

7. History, Economics, Sociology, Political Science

8. History, Economics, Geography, Political Science
9. History, Economics, Logic, Political Science
10. History, Economics, Political Science, Optional Kannada
11. History, Economics, Geography, Optional Kannada
12. History, Economics, Sociology, Optional Kannada
13. History, Economics, Political Science, Psychology
14. History, Education, Economics, Optional Kannada
15. History, Education, Political Science, Optional Kannada
16. History, Education, Geography, Optional Kannada
17. History, Education, Sociology, Optional Kannada
18. History, Economics, Sociology, Psychology
19. History, Sociology, Education, Economics
20. History, Sociology, Education, Political Science
21. History, Sociology, Education, Geography
22. History, Economics, Logic, Sociology.
23. History, Economics, Optional Kannada, Karnatak Music
24. History, Economics, Optional Kannada, Hindustani Music
25. History, Sociology, Optional Kannada, Karnatak Music
26. History, Sociology, Psychology, Optional Kannada
27. History, Political Science, Education, Economics
28. History, Political Science, Education, Sociology.
29. Economics, Political Science, Education, Sociology.
30. Economics, Political Science, Education, Geography
31. Economics, Sociology, Political Science, Psychology.
32. Economics, Logic, Sociology, Psychology.

**BUSINESS STUDIES COMBINATION :**

33. History, Economics, Business Studies, Accountancy
34. Economics, Geography, Business Studies, Accountancy
35. Economics, Business Studies, Accountancy, Computer Science
36. Economics, Statistics, Business Studies, Accountancy
37. Business Studies, Accountancy, Business Mathematics, Statistics
38. Business Studies, Accountancy, Computer Science, Statistics
39. Business Studies, Accountancy, Political Science, Economics.
40. Business Studies, Accountancy, Economics, Business Mathematics.

(Any other combination as and when approved by the Government)

***See Rule – 32***

**SCHEDULE – VII**

**LIST OF REGISTERS TO BE MAINTAINED IN THE AIDED AND GOVERNMENT**

**P.U. COLLEGES:**

1. Government and Non-Government cash books.
2. Subsidiary registers for Non-Government sub-heads.
3. Salary A quittance roll.
4. Accounts Register containing details of the following items
  1. Contingent Charges.
  2. Remittances – Treasury/Bank/Post Office.
  3. Admission fee collections.
  4. Tuition and other Fee collections.
  5. Daily fee collections.
  6. Fee collection for I P.U. and II P.U. class examination.
  7. II P.U. Public Examination fees collections.
  8. Cultural activities Fees collections.
  9. College Betterment Committee collections.
  10. S.W.F./T.B.F. fees collections.
  11. Sports and R.R. funds.
5. Pay Scale Register – Number and sanction of posts with pay scales in the college.
6. Admission Register
7. Staff Attendance Register
8. “To” and “From” Register
9. Staff and Students Memo book.
10. Office copies of the Transfer Certificates.
- 11 Service registers of employee.
12. Movement Register for Service Registers.
13. Office order Book in respect grant of leave of staff.
14. Register of Increments sanctioned.
15. Follow up Register for Audit Objections.
16. College Betterment Committee Proceeding book.
17. Scholarship disbursement Register.
18. Stock and Issue Register of stationary articles.
19. Register of permanent stock (other than Laboratory equipment, Sports articles, R.R. Articles)
20. Register of laboratory equipment.

21. Register of valuables and valuable documents.
22. Stock Register of printed receipt books.
23. Stock Register for sports articles.
24. Register for Magazines and Newspapers.
25. Library Accession Register
26. Account Book of postage.
27. Individual Marks register
28. Consolidated Marks register.

**For unaided colleges one financial statement to be submitted annually as prescribed in KFC.**

**NOTE:** In addition to the above prescribed registers, the Director shall have the powers to prescribe any other register if found necessary.

**SCHEDULE-VI**

**NON-TEACHING STAFF**

| Designation              | Qualification   | Scale of Pay | Number of Staff to be appointed if the student strength of the PU College |                 |                 |               |
|--------------------------|---|--------------|---|-----------------|-----------------|---------------|
|                          |   |              | Less than 100   | Between 100-250 | Between 251-500 | 501 and above |
| Superintendent           | As per C and R Rules  | 5200-9580    | -   | -               | -               |               |
| First Division Assistant | As per C and R Rules  | 3850-7050    | -   | -               | 01              | 01            |
| Second Division          | A pass in SSLC or equivalent examination and a pass in Junior Grade Typewriting | 3000-5150    | 01  | 01              |                 | 01            |
| Librarian                | As per C and R Rules  | 5200-9580    | -   | -               |                 | 01            |
| Peon                     | As per C and R Rules  | 2500-3850    | 01  | 01              | 01              | 01            |
| Sweeper                  | As per C and R Rules  | 2500-3850    | -   | -               |                 |               |
| Watchman                 | As per C and R Rules  | 2500-3850    | -   |                 |                 |               |



## SCHEDULE – V

STAFF PATTERN FOR LAB-ATTENDERS IN P.U. COLLEGES

|         | A                        | B                              | C                                     | D  | E                            | F               |
|---------|--------------------------|--------------------------------|---------------------------------------|--|------------------------------|-----------------|
| Sl. No. | Students<br>I. Yr. I Yr. | No. of Batches<br>I Yr. II Yr. | Work load per week<br>for one subject | Total No. of Hours<br>per week for 3<br>subjects | No. of Attenders<br>Required | No. of Sections |
|         | 1                        | 2                              | 3                                     | 4  | 5                            | 6               |
| 1.      | 20 + 20 = 40             | 1 + 1                          | 4                                     | 12   | 1                            | 1 + 1           |
| 2.      | 40 + 40 = 80             | 2 + 2                          | 8                                     | 24   | 1                            | 1 + 1           |
| 3.      | 60 + 60 = 120            | 3 + 3                          | 12                                    | 36   | 2                            | 1 + 1           |
| 4.      | 80 + 80 = 160            | 4 + 4                          | 16                                    | 48   | 2                            | 1 + 1           |
| 5.      | 100 + 100 = 200          | 5 + 5                          | 20                                    | 60   | 2                            | 1 + 1           |
| 6.      | 120 + 120 = 240          | 6 + 6                          | 24                                    | 72   | 3                            | 2 + 2           |
| 7.      | 140 + 140 = 280          | 7 + 7                          | 28                                    | 84   | 3                            | 2 + 2           |
| 8.      | 160 + 160 = 320          | 8 + 8                          | 32                                    | 96   | 4                            | 2 + 2           |
| 9.      | 180 + 180 = 360          | 9 + 9                          | 36                                    | 108  | 4                            | 2 + 2           |
| 10.     | 200 + 200 = 400          | 10 + 10                        | 40                                    | 120  | 5                            | 2 + 2           |
| 11.     | 220 + 220 = 440          | 11 + 11                        | 44                                    | 132  | 5                            | 3 + 3           |
| 12.     | 240 + 240 = 480          | 12 + 12                        | 48                                    | 144  | 6                            | 3 + 3           |

**Note : 1. A batch should comprise of 20 students**

**2. The duration of each practical class is 2 hours.**

**3. The minimum dimension of one lab unit shall be 25' × 45'**

## FORM-IV

## Government of Karnataka

Particulars of the students admitted to I PUC during the academic year \_\_\_\_\_

(The particulars should be filled in English in Capital letters preferably using a Typewriter)

| Sl. No. | Name of the student | Mothe's Name | Father's Name | Group (caste) category |   | Physically handicapped | Sex M/F | Medium Kannada/English | Combination A/S/C | Mention Code Nos. |    | EXAMINATION PARTICULARS |                 |       | Date of admission |
|---------|---------------------|--------------|---------------|------------------------|---|------------------------|---------|------------------------|-------------------|-------------------|----|-------------------------|-----------------|-------|-------------------|
|         |                     |              |               | 5                      | 6 |                        |         |                        |                   | 11                | 12 | Register No.            | Year of passing | Month |                   |
| 1       | 2                   | 3            | 4             | 5                      | 6 | 7                      | 8       | 9                      | 10                | 11                | 12 | 13                      | 14              | 15    |                   |
|         |                     |              |               |                        |   |                        |         |                        |                   |                   |    |                         |                 |       |                   |
|         |                     |              |               |                        |   |                        |         |                        |                   |                   |    |                         |                 |       |                   |
|         |                     |              |               |                        |   |                        |         |                        |                   |                   |    |                         |                 |       |                   |
|         |                     |              |               |                        |   |                        |         |                        |                   |                   |    |                         |                 |       |                   |
|         |                     |              |               |                        |   |                        |         |                        |                   |                   |    |                         |                 |       |                   |
|         |                     |              |               |                        |   |                        |         |                        |                   |                   |    |                         |                 |       |                   |
|         |                     |              |               |                        |   |                        |         |                        |                   |                   |    |                         |                 |       |                   |
|         |                     |              |               |                        |   |                        |         |                        |                   |                   |    |                         |                 |       |                   |
|         |                     |              |               |                        |   |                        |         |                        |                   |                   |    |                         |                 |       |                   |
|         |                     |              |               |                        |   |                        |         |                        |                   |                   |    |                         |                 |       |                   |
|         |                     |              |               |                        |   |                        |         |                        |                   |                   |    |                         |                 |       |                   |
|         |                     |              |               |                        |   |                        |         |                        |                   |                   |    |                         |                 |       |                   |

**CERTIFIED THAT THE PARTICULARS FURNISHED ABOVE ARE TRUE AND CORRECT AS PER THE RECORDS MAINTAINED IN THIS COLLEGE**

Column No. 7 : Physically handicapped mention (1) Deaf and Dumb, (2) Blind, (3) Ortho problems and (4) Others.

Signature of the Principal

with Official Seal

**FORM-III**

**PARTICULARS OF THE OUTSIDE STUDENTS ADMITTED TO II PUC DURING THE ACADEMIC YEAR \_\_\_\_\_**

(The particulars should be filled in ENGLISH in capital letters, preferably using a typewriter)

Students of the same college promoted from I PUC in the \_\_\_\_\_ Examination should not be shown in this list.

ಶಿಕ್ಷಣಾಧಿಕಾರಿಗಳಿಗೆ ಸಲ್ಲಿಸಿರುವ ವಿಷಯವು ಸರಿಯಾದಂತಿರಬೇಕೆಂದು ದಯಮಾಡಿ ನೋಡುವಂತಹುದಾಗಿರುತ್ತದೆ. ಈ ವಿಷಯವನ್ನು ಸರಿಪಡಿಸುವುದಕ್ಕಾಗಿ ಕೆಳಕಂಡಂತಿರುವ ಮಾಹಿತಿಗಳನ್ನು ಸಲ್ಲಿಸುವಂತಹುದಾಗಿರುತ್ತದೆ. (The particulars should be filled in ENGLISH in capital letters, preferably using a typewriter)

| Sl. No. | Name of the student | Mothe's Name | Father's Name | Group (caste) category | Sex M/F | Medium Kannada/English | Combi-Code of the College in which the candidate studied in I PUC | Year of passing I PUC | Subjects offered                              |         |  |  | Indicate student number in PUC if assigned by the Directorate | SSLC REG. No. of passing |  |
|---------|---------------------|--------------|---------------|------------------------|---------|------------------------|---|-----------------------|---|---------|--|--|---|--------------------------|--|
|         |                     |              |               |                        |         |                        |   |                       | Subjects Offered in I PUC<br>Mention Code No. |         |  |  |   |                          |  |
|         |                     |              |               |                        |         |                        |   |                       | Part I  | Part II |  |  |   |                          |  |
|         |                     |              |               |                        |         |                        |   |                       |   |         |  |  |   |                          |  |
|         |                     |              |               |                        |         |                        |   |                       |   |         |  |  |   |                          |  |
|         |                     |              |               |                        |         |                        |   |                       |   |         |  |  |   |                          |  |
|         |                     |              |               |                        |         |                        |   |                       |   |         |  |  |   |                          |  |
|         |                     |              |               |                        |         |                        |   |                       |   |         |  |  |   |                          |  |

CERTIFIED THAT THE PARTICULARS FURNISHED ABOVE ARE TRUE AND CORRECT AS PER THE RECORDS MAINTAINED IN THIS COLLEGE

DATE :

Principal

Kar.PU.Edn.Rules 2006(draft)

Signature of the

with Official Seal

